


<p>New York State Department of Transportation</p> <p>Central Permit Office</p> <p>50 Wolf Road, 1st Floor</p> <p>Albany, New York 12232</p> 	<p style="text-align: center;">NOTICE Special Hauling OS/OW Permits</p> <hr/> <p><u>Subject:</u> Required Application Information</p> <hr/> <p>Code: SHN 09-04</p> <p>Date: May 11, 2009</p> <p><u>Supercedes:</u> SHN 06-07</p>
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GENERAL:

- Background:
NYSDOT requires certain information on the application, and for the routing to be in a specific format. There have been inconsistencies in what is acceptable and what will be rejected.
- Purpose:
Provide guidance, format, and uniformity to all Customers and Permit Office Staff on this matter.
- Administration:
This document will be placed on the Permits website and made available to customers at the NYSDOT walk-in windows. It should also be made available by permit service customers to their customers.

NEW POLICY:

- Explanation:
The attached page indicates what routing format and other information is to be given by all customers, and checked by all Permit Office Staff. Permit applications may be rejected if any of the information is not supplied, or if the proper format is not utilized. This is intended to reduce the number of overall rejections.
- Effective Date: 6/1/09

REFERENCE: See Attached Page 2.

Proper Load Description for Special Hauling Permits

- All Special Hauling Permits must have a valid load description in order to be issued. Different information is required depending on the item being hauled, as well as the permit type.
- This information must be put in the load description box on a TRIP permit.
 - Construction Equipment- Description, Make, Model, Serial Number
 - Self-Propelled Vehicle- Type, Model, Serial Number
 - Manufactured/Modular Homes- Year, Make, Serial Number
 - Other Items- Be as descriptive as possible.
- Multiple Commodities- Description, Dimensions of the largest piece, trailer length

Proper Routing for Special Hauling Permit

- The permittee indicates proposed travel routes and they MUST be continuous from origin to destination.
- ALL routes must be shown for clarity but the approved NYSDOT permit is ONLY valid for NYSDOT owned routes.
- Route format will indicate what type of highway/road the route in question is:
 - Interstate = I-87, I87, I-86, IR-86 etc. The route must be designated as an Interstate Route.
 - Thruway = [TWY-87] [TWY-90], or [I-90], [I-87]
 - US Route = US20, US9, etc. SR20, SR9 is acceptable as well
 - State Route = SR17, SR167, etc
 - County Road = [CR8], [CR45], etc. Road name may be noted after CR# (Ex: [CR8/Smith Road])
 - City/Village/Town Road= [Smith St], [Homer Ave], etc
- Routing will also indicate direction of travel for ALL routes listed on the application. Ex) I-87 (S), SR67(W), etc
- Routes should be separated by commas or dashes.
- When the route on the application is using an interstate, and getting off onto another road, an exit number is REQUIRED. This can be shown in 3 different ways. ANY of these ways is acceptable. **Exit numbers are not required when going from Interstate to Interstate. Example: I-86(W)- I-390(N)- [TWY-90(W)]**
 - Gate 7
 - Exit 7
 - X7
- All roads not under the jurisdiction of NYSDOT must be listed in brackets as in the examples above. This means all NYS Thruway, local and county roads.
- All of the “900 Series” routes must note the corresponding road name. In the case where there is no name for the given 900 route on the PST, a short description will suffice. Examples below:
 - SR910D/Washington Ave Ext
 - Washington Ave Ext.
 - SR981B/684 Connector
 - SR9XXB/Ramp
 - Ramp
- Route surveys must follow the above format. Route surveys do not need to be typed, however they will be rejected if illegible.
- Only route surveyors may change any information noted on a route survey. One exception is brackets for routes under NYSDOT jurisdiction. Local routes may be bracketed by someone other than the route surveyor.